

Gerald Culbert, Chair

**APPROVED:** \_\_\_\_\_

April 28, 2011

**DATE:** \_\_\_\_\_



## MAYNARD TOWN SCHOOL BUILDING COMMITTEE

### School Building Committee April 6, 2011

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
X	Mark Masterson	Superintendent Maynard	✓
X	Pete DiCicco	Business Advisor Maynard	✓
X	Mike Sullivan	Town Administrator	✓
X	Laura Chesson	Principal, MHS	✓
no	Jerry Culbert	Committee	✓
X	Matt Briggs	Committee	✓
X	Philip Berry	School Committee	✓
no	Anthony Midey	Committee	✓
X	Ken Neuhauser	Committee	✓
X	Chris Johnson	Committee (FinCom)	✓
X	Bonnie Winokar	Committee	✓
X	Ed Mullin	Committee	✓

X	Bob Nadeau	Committee (Selectman)	✓
X	Marie Morando	Secretary	✓

Additional attendees: Pat Saitta and Chuck Adam Municipal Building Consultants and Brook Trivas, Tappe' Associates

6:30 pm Phil Berry – Vice Chair opened the meeting

PD – Safety issues – today DEP was at the Green Meadow to do air quality testing. This was organized by the BOH Director, Kevin Sweet. The school department had concerns from the staff. It will take 4-6 weeks for a report from DEP.

Pat Saitta – update on the cost estimates. We are on schedule and on budget. Two ads have been placed in the central register and the Beacon Villager for the prequalification of contractors. The closed date is April 21, 2011 all packets will go to the Pete DiCicco's attention at the school department. Municipal Building Consultants submitted their monthly report.

# Monthly Report New Maynard High School Project Maynard, MA March 2011

Front Elevation/Entrance Area  
Cafeteria

Submitted BY: MUNICIPAL BUILDING CONSULTANTS, INC.  
200 Sutton Street  
North Andover, MA 01845

Designer: Owner:  
Tappe' Associates  
Six Edgerly Place  
Maynard Public Schools  
Bancroft Street  
Maynard, MA

New Maynard High School Monthly Report – March 2011 Page 2

## 1. Previous Months Activity:

a. Design Phase

- The 60% Construction Document was submitted to the MSBA as scheduled on March 16th.
- The reconciled estimates were submitted as agreed on March 30th.
- The HVAC subcommittee met in March to review with TMP the final designs for the HVAC systems for the project.
- The Commissioning Agent, WSP Flack+ Kurtz continued to review the documents and provided copies to the MSBA and Tappé.
- Tappé/Consultants continued to meet with the Planning Board & Conservation Commissions and are on track to make final submissions for review.

Plans and specifications were reviewed by the OPM as they were developed. The 60% submission included a plan and spec. review by Municipal.

b. Bidding Phase

The Building Committee appointed a Prequalification Committee that included Tappé, Municipal and (2) members of the building committee.

The Prequalification documents initial draft was completed and forwarded to all for review and comment.

The Central Register Ad was placed for the contractor/Subcontractor prequalification documents. The Ad will run for two weeks starting on April 13.

**2. Next Month's Anticipated Activities:**

Tappé will review and address the comments from the MSBA, the Commissioning Agent and Municipal on the 60% documents.

The front end documents, Division 0 will be sent to the Town's legal counsel for review and approval.

Complete the construction document phase, prepare the final 90% submission documents

Tappé, Consultant's and Municipal will continue to have weekly coordination meetings and meetings with the school staff as needed.

The OPM will continue to review the plans and specification and address coordination and cost issues.

**3. Project Schedule**

a. Submission Milestones:

Design Development estimates received Feb 3<sup>rd</sup>

Reconciled DD estimates and Commissioning Review submission to MSBA Feb 8<sup>th</sup>.

60% Construction documents to estimators/OPM March 16<sup>th</sup>

60% estimates back for review March 23<sup>rd</sup>

90% documents to A/E estimator May 4<sup>th</sup>

90% estimates back for checking and review by OPM May 18<sup>th</sup>

100% Bid Set / Final Bid Documents June 1<sup>st</sup>

Award Contract July 2011

Move-in to New Building Sept 2013

See attached schedule report for greater detail

New Maynard High School Monthly Report – March 2011 Page 3

**4. Project Budget Report:**

The attached budget report includes the total budget amount approved at the Maynard Town Meeting of \$45,834,659.00. The budget reflects the Feasibility Study Agreements with all consultants. The budget also includes recently signed contracts for Tappe Associates and Municipal.

The "Submitted to Date" column reflects invoices entered into ProPay as of November 8, 2010 and recent "to date" invoicing of Tappé and Municipal.

**5. Change Orders and Potential Change Orders:**

N/A

**6. Cash flow projections:**

Municipal and Tappe's invoices are submitted monthly and reviewed by the Building

Committee.

Tappé has recently billed 100% of the Design Development fees and will be submitting approximately 50% of the Construction Documents.

Municipal is billing in the same phases.

**7. Safety performance:**

N/A

**8. Construction QA/QC:**

N/A

**9. Environmental compliance:**

N/A

**10. Community issues:**

The School Building Committee and the School Department will continue to meet and update the Board of Selectmen and other town boards as required.

Meetings have been held with regulatory boards throughout the design and construction document phases.

**11. MBE/WBE:**

Tappe's contract includes the required contractual goals of minority and women owned consultants.

As of this date Tappe has contracted with the following MBE/WBE firms:

Discipline Firm MBE/WBE

Civil Engineering Nitsch Engineering WBE

Environmental Permitting Nitsch Engineering WBE

Traffic Consultant Nitsch Engineering WBE

Site Surveying Nitsch Engineering WBE

Structural Engineering EDG Associates MBE

New Maynard High School Monthly Report – March 2011 Page 4

**Monthly Budget Report**

New Maynard High School Monthly Report – March 2011 Page 5

**Cash Flow Report**

New Maynard High School Monthly Report – March 2011 Page 6

**Cash Flow Report**

New Maynard High School Monthly Report – March 2011 Page 7

**Milestone Schedule Update**

**March 11, 2011**

**Advertise Pre-Qualifications RFQ April 6, 2011**

Contractor Prequalification Submittals due April 21, 2011

**90% documents to A/E estimator May 4, 2011**

90% Submission to MSBA May 11, 2011

**90% estimates back for checking and review by OPM May 18, 2011**

Prequalification of Sub-Contractors and General Contractors Complete May 17, 2011

Reconciled estimates to MSBA May 25, 2011

**100% Bid Set / Final Bid Documents June 1, 2011**

Advertise Filed Sub-Bids / Post Prequalification List June 6, 2011

Receive Filed Sub-Bids June 28, 2011

Receive GC Bids July 12, 2011

**Award Contract July 25, 2011**

New Construction July 2011 – July 2013

Demolition/Complete Site Work June 2013 – Dec 2013

**Move-in to New Building Sept 2013**

New Maynard High School Monthly Report – March 2011 Page 8

Request of the Fire Department and FEMA to use the old High School for training. Pat cautioned the committee. To make sure that they will not demo any of this building for training. They could have approximately three to five day window of opportunity. We need to know before this goes out to bid.

LChesson: questioned if the booster club could cut up the gym floor to sell. The moveable items have to be tagged and there might be a window of three to five days to have this removed. This will conversation will continue between Laura and Pat.

Dumpster location: location of the dumpster next to the auditorium entry. Discussion you will see the dumpster even with the green that is being proposed. BT showed designs of the hallway from the kitchen to the back of the house and has made the design team reconfigured the design. The dumpster will be located in the back of the house. (Corner of the building) If the weather is good they could go outside from the kitchen right to the back of the house, the walk is the same as it is now. Cafeteria was designed as a community space you won't need a fence but will leave some pavement there. There is a possibility that the corridor will have an updated material installed.

Window discussion: fiberglass or aluminum. We did not spec the fiberglass window – BT will send the criteria of the window to KN.

Green slate on major entry areas. BT – clip system is the best way, we are looking for a local installer. You will see the clips if you are up close, from far you will not notice them. This building is brick, metal cap and slate. Very simple panels, with similar pricing. The slate is a lot nicer than the metal panels.

Gym area long discussion re: Kalwall and Oxalox

The Oxalox is more expensive than the Kalwal – questioned which is better and which looks better. What % of the total cost will be spending. It is approximately 3500 square feet that we are covering. The cost could be \$50,000. The Kalwall has the grids and the Oxalox framed on the outside of the cut pieces. BT looked at the slope of the roof if we changed it would we still need as much. The Kalwall has been around for many years and some people may think that we are using an older version of materials, but the Kalwall holds up well, better insulated, less expensive and practical. The Kalwall is in your present gym now. Maintenance ? how much more light will get from the Okalox – You could have 4 feet panels with Kalwall. EM we are looking to Pat for his guidance on this what schools have used the Kalwall – The Kalwall function meets all requirements.

BN – motion to go with Kalwall vs Okalox

2<sup>nd</sup> EM – discussion:

Oralox is marginally better light – the price differential should come into play

Motion passed to use Kalwall instead of Okalox

PB – motion to pay the invoices to Tappe' in the amount of \$262,680 and Municipal Building Consultants in the amount of \$24,885

2<sup>nd</sup> MB – Motion passed 6-0

CHPS Sub-committee – finalize the points, BT should have the model back somewhere around April 8<sup>th</sup> or during that week. We could do a conference call between the committee members;

We could also do the HVAC sub-committee during that same conversation, they will work with the chair to put together date for the conference call. And please place it on the agenda for a meeting, speak with the chair.

MS – talked about the solar pre bid meeting tomorrow and would like to add that the school is adaptable to have solar panels installed; there is a provision to have them installed, it will be structurally ready to handle the panels. Pete DiCicco should get

involved with this for the school side. They should probably talk to TMP; we would like to become partners with the school for solar panels.

KN – are we compromising the design to keep this on track for construction this summer.

PS – if we want to open this school in September 2013 – we need to stay on this schedule. If the design team could not meet the deadlines, she would let us know. It is crunch time and they have met all of their deadlines.

BT - we have concerns about the schedule, it is very tight, we are all under a lot of stress and we need to have the decisions made quickly we cannot wait for the windows and anything that is a big decision we need to make it now.

We are on target with the 90% completion to go to MSBA in the first part of May.

The 90% to 100% completion will be coordinate all of the documents. We will have this together for bid in early June.

EM motion to adjourn

BN 2<sup>nd</sup>

Motion passed – 8:20 pm

## MEETING MINUTES 23 March 2011

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
X	Mark Masterson	Superintendent Maynard	✓
X	Pete DiCicco	Business Advisor Maynard	✓
no	Mike Sullivan	Town Administrator	✓
no	Laura Chesson	Principal, MHS	✓
X	Jerry Culbert	Committee	✓
X	Matt Briggs	Committee	✓
X	Philip Berry	School Committee	✓
X	Anthony Midey	Committee	✓
X	Ken Neuhauser	Committee	✓
no	Chris Johnson	Committee (FinCom)	✓
X	Bonnie Winokar	Committee	✓
X	Ed Mullin	Committee	✓
no	Bob Nadeau	Committee (Selectman)	✓
X	Marie Morando	Secretary	✓

Additional attendees: Pat Saitta and Chuck Adam Municipal Building Consultants and Brook Trivas, Tappe' Associates

## **March 23, 2011**

JC – opened the meeting at 6:35 pm

No updates from Pete DiCicco on security and there were no invoices to be voted on.

JC – since Mark Howrey was Vice Chair before he resigned I would like to appoint Phil Berry as Vice Chair in his place.

EM – motion to approve Phil Berry as Vice Chair of the School Building Committee

2<sup>nd</sup> by AM

Motion passed – 6-0

B Trivas: We are at 60% completion and we have submitted to MSBA on 3/16/2011; we need to have two complete sets of drawings in Town Hall and the Library. The estimates are not complete and when they are they will be submitted to MSBA and we will have to put the documents inside the booklets at Town Hall and the Library. Maybe we could have half of sets at the Library. Went over the exterior views of the building; the board looked at windows, brick and roof materials. We are trying to soften the hill next to the school where the radio tower is. The design team is looking at two patterns of bricks.

EM – concerns about the landscaping and care of the fields.

Discussion: The Fowler School fields – we should really look at the landscaping around the fields. BT stressed that there is no irrigation with this project, we should be careful about what kind of landscaping we are putting around the school, because if it is not maintained it will look like what is around the Fowler Middle School.

BT – would like to put stone around the plaza, this was not in the estimate and special material to be used at the entries.

Concerns: About the dumpster being located next to the auditorium. If they move the dumpster the alternative is to walk through the entire school with the trash to get to the back of the school. BT – will revisit the location of the dumpster.

Discussion: Discussion of the type of window being installed: single hung windows; high performance glass, aluminum, triple glazed windows. The design team is still working on the windows waiting for the model.

Discussion: Different types of brick, color, sizes; that are looking at gray brick with two different sizes and shapes at the gym and auditorium. Two types of roof materials being considered – 75% of the roof will be covered with stone and the rest of the roof area will

be white; all roofs are pitched to the drains. Design team still working on this. BT will bring roof materials to the next meeting.

KN – Cal wall is less money than curtain wall, will bring different options to the next meeting.

Discussion: The committee has concerns about having the dumpster out front; this building is a challenge because of the design of the kitchen in the front of the building. Cafeteria doors will be locked from outside entry. Laura Chesson is working on this from an operational standpoint; controlled entrance into the building.

BT – trying to get a special material for part of the building; it is a green slate which will run \$17 per square foot with the panels and the clips. This product is similar to copper and we are trying to get this material at the same price to stay in budget.

Pat Saitta: Submitting 90% completion by May 4<sup>th</sup>, must look at all items and make decisions to keep this project moving on schedule. It might take up to three months to do the abatement at the site. Must mark the equipment once you know what is staying and what you are moving into the new building. Laura will be making these decisions with the department heads.

Prequalification committee: Matt Briggs and Chris Johnson from the committee, OPM (Chuck) and Brooke Trivas from the design team.

KN – motion to appoint Chris Johnson and Matt Briggs to the prequalification committee they will be representatives from the School Building Committee.

HVAC – the committee had a conference call and discussed different systems for different parts of the building. Gym will be on its own system; auditorium will have two systems. They are setting up another call before the next meeting and will report to the committee. MB – concerns about the media center, admin part of the building; has it been designed with too much or too little; once the sub-committee has come up with a question list, please give it to BT and she will get the answers the committee needs.

TMP has worked with WAVM to make sure that the design can fit all the equipment

CHIPS Sub-Committee – will be setting up another meeting waiting for the remodeling. All questions and concerns should be directed to KN

Next meeting: April 6, 2011 at 6:30 pm at the Coolidge School

JC – motion to adjourn 8:20 pm – 2<sup>nd</sup> AM – Motion passed – 6-0

## **SCHOOL BUILDING COMMITTEE**

**March 1, 2011**

Pete DiCicco Ice fell of the roof at the Coolidge School, no one was injured

JC - We will hold off on the bills until we have a quorum present

JC- Today there was a meeting with the police, fire and building commissioner from 2:30 to 4:45, a lot of ground was covered.

Discussion: Went over security with the Chief of Police and locations of the pull box, the alarm out front at the main entrance; smoke detectors and modification, sprinklers, not in the electric closets, smoke and heat detectors. The Fire Chief was ok and the exit signs will be red standard. We also discussed the hood system in the kitchen. We had no outstanding questions at this time.

B Trivas - Went over the card access system, who has access to different parts of the building and how it is controlled. Custodians will have to let people in and out of the building on the weekends. The building will have a buzzer, cameras and intercom system, motion detectors, handicap access. The biggest topic today was with cameras inside the building. Some parts of the building will have the wiring for the camera's but will have not cameras in place, maybe someday the building will have more cameras. Front door, stairs, very limited cameras inside the building.

PB – concerned about the amount of camera's in the building. The cameras will be for asset protection. In the stair wells that are exposed.

There was a long discussion about the placement and non-placement of cameras. There will be a camera's in the parking lots and around the exterior of the building.

The school department will need to put operational procedures into place when the new school opens.

BT- the next submissions are close together they are filing with MSBA on March 16, 2011, 60% completion.

I would like to change the next meeting until March 23, 2011 instead of March 16, 2011 at 6:30 pm. because of the submission to MSBA

PS – Had discussion around the approval from MSBA for the new design for the gym.

The design team is refining elevations, locker rooms will be full height and we now have windows in the gym.

We are still on budget and still on target.

Conservation informally met with Nitsch Engineering and they will be on the agenda for March 14, 2011, Planning Board has had their hearing and they have filed their decision with the Town Clerk, and we have our decision in hand.

Need a meeting with the HVAC sub-committee.

Qualification Sub-Committee, please we need the members by the next meeting. It will consist of two committee members, the OPM and someone from the Design team.

Motion to pay invoice to Municipal Building Consultants in the amount of \$27,408.00 which includes AM Fogarty 2<sup>nd</sup> M Briggs – Motion passed -6-0

Ed Mullin asked to address the committee: he is running for school committee and would like to tell everyone, he pulled papers today.

KN – reminded the committee that Bill Reed is going to be at the library on Saturday 3/5/2011 at 10:00 pm.

MB – motion to adjourn

JC – 2<sup>nd</sup>

Motion passed -6-0 – 8:00 pm

## **SCHOOL BUILDING COMMITTEE**

**February 16, 2011**

Mark Masterson: No safety issues.

The roofs were cleaned and there are a few leaks, but nothing dangerous  
Green Meadow – concerns with mold.

The budget update: Both estimates are within the original amount – they are within the confines of the project funding agreement.

Brooke Trivas: Design progress – we have increased the seating in the auditorium by 40 seats; we illuminated walls that were not necessary, we are putting rubber flooring in the corridor and classrooms no wax it will be easier to clean. Talked about porcelain tiles, they are inexpensive and that are already included in the estimates. Showed samples of the floating floor for the gym, carpet will be in the library, auditorium and the admin spaces.

Bathrooms will have small mosaic tiles. The locker room areas will have rubber, walls, will have tiles with a variety of sizes; tiles are already in the estimates.

KN – will the tiles be the same on both the floors and the walls – that has not been determined.

Colored MDF around the room entries

Brooke stressed to the committee everything that she is showing tonight is included in the estimates. Ceilings; will be 2x2 tiles in the classrooms and offices and both 2x2 and 2x4 tiles in the corridors, hard ceilings in the bathrooms.

Mark Masterson: will there be access panels, they will be in the spaces where we need them; where the shut off valves are. They will be solid with accessibility where needed. There is a lot of vandalism in the bathrooms, - the opinion of the committee that there are hard ceilings with access panels in the bathrooms.

Boiler room will be polished concrete, mechanical and storage areas, building maintenance rooms – rubber and maintenance closets with tile walls- we need good durability in those areas. In the janitor's closets – we need durable finishes. Light fixtures are 3 lamp fixtures even foot candles, dimmable evenly.

Toilet rooms – molded plastic sinks, toilet partitions will be black.

The bleachers in the gym will be approx. 600 retractable most likely black and orange; roller shades on the windows; double tier lockers in the corridors, solar shading system in the gym, waterless urinals and hand dryers, automatic flushers and faucets, still putting paper towel dispensers with two dryers; teachers bathrooms still have paper towels and

dryer; not built in paper towel dispensers. Signage with raised letters and brail; fixed and some will be interchangeable, think about this. Do you want them to be interchangeable Admin and guidance areas will have drywall, auditorium seating will have numbers. We can work with the plan of the coaches rooms by adding toilets and showers, but we need to be given the blessing from the MSBA to flip the gym first.

Brooke showed the committee a couple of designs of the front of the building, one view with a point and one straight.

How many like point 6

How many like straight 3

She has moved the canopy closer to the building.

Pat Saitta: The committee should form a qualification committee by our next meeting; this committee will review the sub-contractors qualifications. Required are a member of the committee one from the design team and one from OPM and two from the committee. This will take some time to go over all the packets received.

Tappe is working on the front end of the project agreement and this should be reviewed by Town Counsel.

JC – motion to adjourn meeting 8:45 pm

2<sup>nd</sup> by AM

Nest meeting is March 1<sup>st</sup> at 6:30 pm

Motion passed

## SCHOOL BUILDING COMMITTEE

**February 7, 2011**

Pete DiCicco - Safety Concerns: We are starting snow removal on February 8, 2011 at the Green Meadow Elementary School and the Maynard High School. No other major issues – just snow.

Pat Saitta, Municipal Building Consultants submitted a monthly report – Design Development Documents will be submitted to MSBA this week Both estimates are in range of budget.

Budget estimates are close to \$35,628,582 that was voted in

The estimates will go to MSBA by 2/11/11.

The project is in front of the planning board on 2/8/2011 and then informally in front of Conservation Commission on 2/16/2011, they are preparing the documents to have a hearing with Conscom on 3/1/2011.

JC – motion to approve invoices in front of the board:

1. Tappe Associates in the amount of \$274,500 for design development
2. Municipal Building Consultants in the amount of \$17,295

2<sup>nd</sup> by AM

Any discussion:

Motion passed 6-0

Brooke Trivas: Three sets of drawings one set will be at the Coolidge, one at Town Hall and the third at the Library. Specs are at Town Hall, if you get input please have them send it to Brooke at Tappe’

Ed Mullin: Changes in the gym area – we have increased that area by switching the side of the gym the locker rooms are at, the original plan the locker rooms with a corridor were on the left they are on the right and the corridor has been taken out of the design, this has to be approved by MSBA. Ed, would you write a letter stating why this should be done?

This is in line with the estimates; WAVM has a bigger classroom, with the same square footage; we took space from the waiting area.

Ed is concerned about supervision to the boy’s locker rooms – Mark Masterson agreed; KN – Can we flip the boys and girls locker rooms?

Discussion: Concerns about the boys and girls coming out of the locker rooms and walking right onto the gym floor, they need access to the fields, with the new layout they will walk right from the locker rooms to the access door to the fields. Tappe’ feels that the new layout is improved. Can we take from the storage area?

BT – warns the board that there is no wiggle room with MSBA with square footage, we cannot add square footage. Different ideas were submitted by moving different locker rooms, coach’s room, switching girls and boy’s locker rooms. Our argument with MSBA is that we took hallway space to useable space. If MSBA does not approve this new design it will go back to the old design.

KN – changing the diagram by flipping the gym – the children will not cross over the gym floor.

Coach’s room should be open to the lockers in the vestibule. Double door to the locker rooms, do we have an elevator machine room – yes.

Ed Mullin agreed to send a letter to MSBA supporting this new diagram.

The athletic director and the principal will sign onto the letter.

Points in letter to MSBA:

- Capacity which will support 30 players.

- Coaches will have supervision of the players

- Focus on harassment and bullying facing all other schools and we are trying to prevent this. This did not add to square footage and still in the budget. The gym is not bigger than first design. The goal of the committee and team is to submit to MSBA by Friday, February 11, 2011.

Brooke went over different materials for inside the school, tiles, walls, rubber floor and where the tiles and rubber flooring will be. Carpet in the admin spaced. There are display cases throughout the school (in budget already). The lighting was high when the estimates came in.

At the next meeting we will discuss: roofing materials, windows and look at a glass spec; tint of the windows and roofing. She will send out information regarding this before the next meeting.

HVAC – concerns were brought up to make sure that the gym is air conditioned. Some additional areas that will have the choice to be air conditioned: WAVM, gym, auditorium, alternate PE room

The committee should vote:

JC – motion to move forward to the construction documents phase subject to comments to MSBA  
2<sup>nd</sup> AM

Motion approved: 6-0

Facility sub-committee on 2/23/2011 that is with Capital Planning Committee – HVAC – sub-committee on 2/15/2011.

Brooke has requested that we change March 2<sup>nd</sup> meeting to March 1<sup>st</sup>.

JC – motion to adjourn – 8:30 pm

2<sup>nd</sup> AM

Motion passed – 6-0

## SCHOOL BUILDING COMMITTEE

January 5, 2011

JC – Mark Howrey has resigned from the School Building Committee and Phil Berry has been appointed by the SC to succeed him. MMasterson will send the SBC a letter to that effect.

PD – Fowler School – water leak at the Fowler School – 6<sup>th</sup> grade wing with 6 classrooms and storage. This shorted out the alarm panel; waiting for report. The rooms have been repaired and restored.

Green Meadow School – coil - minor water damage. We have a \$10,000 deductible from the insurance. Also, we had leaks at the Maynard High School Gym.

JC – motion to approve \$10,380 invoice from Municipal Building Consultants and \$1,250. For Chips – 2<sup>nd</sup> by KN – motion passed – 8-0

BT – update – had programming meetings with staff – took comments and made some classroom changes. Prefer that the building committee take a look at the plans and then go to the Chair to the administration to Brooke.

Discussion: Laura Chesson is working with the specialty consultants and other department heads are working closely with different consultants to make sure everything is the way it should be.

KN/JC – had an open discussion meeting today, to discuss the traffic flow of the students, still gathering and collecting information.

Auditorium seating has been changed; boiler room has been moved to the back of the building, WAVM is closer to the elevator; we are now doing an internal control review. Tile along the corridor with display cases outside the classrooms, some will have shelves and some will not. Glass on the display cases, mesh railings, square off point at the top instead of a triangle. Discussion: There cannot be exposed bulletin boards in the hallways – it will not meet the fire code; must be closed in.

Waiting for dimensions on the dumpster from Kevin Sweet

Interior discussions: there will be no alternates in bid documents. We don't want to slow this project down; we are on a tight schedule. No larger locker rooms; no artificial turf.

EM- disappointed in the decision to use the scaled down; we cannot miss this construction season.

Tech meeting is scheduled for 1/12/11 at 1:30 pm at the High School.

CHIPS – we are still working on getting into the system. Security meeting – we are scheduling this meeting with the police, school and the consultants

Theatre design meeting scheduled for January 18, 2011 at 10:00 a.m.

PS – went over the timing schedule. We will need a prequalification committee – two members of the SBC with the OPM and someone from the design team. We need to keep to the schedule Pat advises that the committee to meet every two weeks instead of twice a month. This might add another meeting per month.

Updates by TA – BOS will allow TA to sign MSBA documents, the committee will be reappointed by the BOS

CJ motion to adjourn at 8:26 pm.

2<sup>nd</sup> BN - motion passed – 8-0